Guiding Principles for Engineering Faculty Workload
for AY20-21 *(Revised on May 31, 2019)*

1. The following principles apply to only tenured and tenure-track faculty.

2. A faculty member's total workload is 24 credit hours per academic year, divided among teaching workload hours, research workload hours and workload hours for documented service or administrative duties. In other words, the workload baseline is 24 credits.

3. Per AAUP Agreement Article 13.1D,"faculty who demonstrate significant participation in productive and assessable scholarship/research/creative activity will be assigned fewer than 24 teaching workload hors per academic year (typically ranging between 6 and 16 teaching workload hours per academic year)."

4. The faculty assigned teaching load will be based on the *Faculty Activity Evaluation Model* (FAEM), for Washkewicz College of Engineering faculty. This model includes consideration of activities in AAUP Agreement Article 13.1.B as applicable to the College of Engineering

Washkewicz College's Faculty Activity Evaluation Model (FAEM)

The Faculty Activity Evaluation Model (FAEM) is a "point-system" where a faculty earns points for research, teaching and service. This model is used to determine faculty's teaching load for next academic year. Generally speaking, Research is based the average of the past three years, while Teaching and Service are based on the past academic year.

NOTE:

1. If a faculty member took a professional leave for one semester or two during the past three years, the research points will still be evaluated based on the average of the past three years. However, the teaching points and service points will be based on the year before the profession leave took place since those are evaluated on a yearly basis.

2. A faculty member's teaching load shall resume upon returning from his/her professional leave. In the case of taking only one semester leave, the teaching load for the remaining semester shall be half of the assigned annual teaching load.

3. All tenured faculty including those who will be on professional leave next year shall be evaluated by the same model (FAEM). The tenure-track faculty after completing their first three years are encouraged to use this evaluation model to learn what is expected upon being granted with promotion and tenure.

4. The University's eFAAR is for data collection, while this model is for data analysis. The model relies heavily on the data documented in eFFAR, which is mandatory for all full-time faculty (tenured, tenure-track, lecturers and visitors) to submit their FAAR by April 30 each year. Additional information needed for the FAEM evaluation shall also be submitted to their Chair by

the predetermined deadline. Based on the submitted information, the Chair enters the scores, item by item, for each faculty.

5. The assigned teaching load is ultimately determined by the Dean, upon consultation with department Chairs.

RESEARCH

1. **Journal Publication** (based on the <u>average</u> of the past three years)
   Evaluation Basis: only the <u>published articles count</u> (this excludes the articles that were accepted, but not yet published). Detailed information per publication must be provided via eFAAR.

   6 points per refereed journal publication (average of 3 years); 2 point per pure online open-access, fee-charging journal publication (average of the past 3 years).

2. **Conference Proceedings** (based on the <u>average</u> of the past three years)
   3 point per conference proceeding (average of 3 years). Note that proceedings in highly ranked (top tier) Computer Science conferences may be considered equivalent to journal publications. This will be determined by the department Chair.

3. **Book Chapters** (based on the <u>average</u> of the past three years)
   0.5 point per book chapter; the contents of each book chapter should be original and not duplication of previous published work; editor of book chapters is excluded. Book chapters resulting from collection of conference proceedings is also excluded.

4. **External Grants Received*** (based on <u>average</u> of the past three years)
   1 point for every $25,000, based on <u>averaged</u> annual Research Expenditure in the past three years. For a joint project, the expenditure must be distributed among the PI and Co-PIs based on their agreed percentage of contribution.

5. **External Grants Proposals Submitted, but not Funded** (based on the <u>average</u> of the past three years)

   0.5 point per submitting a new proposal (average of 3 years)*
   *Only for the proposals submitted to Federal, State agencies or peer-reviewed foundations. For a joint proposal, indicate the percentage of contribution in proposal writing.

6. **Supporting Ph.D. Students with Grants** (based on the average of the past three years)

   4 point per _student semester_* (as the student's Dissertation advisor only)
   *Student semester is defined as fully supporting one doctoral student from his or her underline external grants for stipend and tuition for a semester (unless tuition is covered by the College of Graduate Studies).

7. **Supporting Master Students with Grants** (based on the average of the past three years)

   2 point per _student semester_* (as the student's Thesis advisor only)
   *_Student Semester_ is defined as fully supporting one Master student from his or her external grants for stipend and tuition for a semester (unless tuition is covered by the College of Graduate Studies).

8. **Invited Lectures/Presentations** (based on the average of the past three years)

   1 points per lecture/presentation* (average of 3 years).
   ***NOTE**: Conference presentation is excluded.
   Invited lectures are such as seminar series invited by other institutions.

9. **Conference Keynote Speech** (based on the average of the past three years)

   3 points per keynote speech (average of 3 years); need to provide documentation.

10. **Final Funded Project Reports Submitted** (based on the average of the past three years)

    2 point per report (average of 3 years)

***NOTE**: The final project reports are only for those containing proprietary information or trade secret, and therefore cannot be published in any conference proceedings or Journal papers.

11. **New Reference Books or Textbooks Published** (based on the average of the past three years)

    3 points per published book (average of 3 years)

*NOTE: Only major revision may be considered as half of a new book (to be judged by the Chair). Minor revision received no point.

12. **Patents Awarded through CSU** (based on the <u>average</u> of past three years)
    4 points per awarded patent (average of 3 years). This is limited to the patents processed by the University.

<u>TEACHING</u>

13. **Student Credit Hours (SCH) Generated** (based <u>only on the past academic year</u>)

    0.6 points per 100 SCH)*

    ***NOTE**: Excludes the SCH generated in summer.

14. **Undergraduate Students Advising*** (based <u>only on the past academic year</u>)
    *0.1 point per advised student**

    ***NOTE**: The faculty must be an official undergraduate advisor assigned by the department

15. **Graduate Students Advising*** (based <u>only on the past academic year</u>)
    0.075 *point per advised student*

    ***NOTE**: The faculty must be an official graduate advisor assigned by the department

16. **University Undergraduate Research supervision during Summer** (based <u>only on the past academic year)</u>

    1 point per project per summer

17. **Master Project Supervision** (based <u>only on the past academic year</u>)
    1 point per completion of project supervision*.

    ***NOTE 1**: Supervision=1 means successful supervision of the same Master student until completion. A Master project must be 3 credits or more.

NOTE 2: This excludes supervision of Honors Thesis. Completion of an honors thesis will receive one credit reduction per AAUP agreement.

SERVICE

NOTE: Article 13.1.D states: "Service contributions constitute an expected component of all faculty members' workloads and shall be considered in the evaluative factors of Article 13.1.B".

18. **Year-Long Committee Service** (based only on the past academic year)

On-Campus Activity	Basic Points	Extra points for chairing a committee
High (Active committees*> 3)	3	+1
Low (2≤ Active committees*≤3)	2	+1

NOTE:

1. Active Committee is defined as meeting at least two times per semester or four times per academic year. The committee Chair needs to provide documentation about when the committee met and what was discussed.

2. Serving an Ad-Hoc committee can be considered year-long committee service depending upon the number of meetings. This shall be determined by the Chair.

Off-Campus Activity (Only the past academic year)	Basic Points
HIGH (such as multiple trips to regional/national committees, reviewed more than 6 papers per AY, served as active Journal Editor/Associate Editor or Editor-in-chief)	2
Low (such as participated in multiple events in local societies or communities, which should directly benefit College of Engineering)	1

19. **Faculty Search Committee Service** (based on the past academic year)

1 point per committee; 1 extra point for serving as the committee Chair.
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Teaching Load Determination: The total score obtained from Faculty Activity Worksheet will be used to convert from points to credits (i.e. the faculty's assigned teaching load). The conversion is based on the Research Credits, Teaching Credits and Service Credits as stated in the AAUP Agreement.

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